

This staffer provides information regarding changes in how authorizations are ended in CCPS/CCPI. You are strongly encouraged to read this information.

The Department of Workforce, Child Care Section would like to take this opportunity to notify child care providers of changes that will be implemented in the Child Care Payment System (CCPS) and the Child Care Provider Information (CCPI) system. CCPS is the computer system that issues child care authorizations and payment. CCPI is the web site where providers can enter attendance and, view payment, authorization and provider demographic information. These changes are being implemented in response to requests made by child care providers and local agency staff so that:

- CCPS and CCPI will end authorizations more timely when children have been identified as no longer being in the provider's care.
- CCPI attendance entry will allow zero hour attendance to be reported on new enrollment type authorizations.

Below is a summary of the changes being made to CCPS and CCPI:

- Effective March 31, 2003, the furthest authorizations can be entered is 3 months back from the current date. Previously, there were no limits as to how far back the authorization could be entered.
- Effective March 31, 2003, you will only be able to enter attendance back 6 months. Previously, there were no limits as to how far back attendance could be entered.
- Effective June 23, 2003, authorizations can be ended further back than the most recent past Saturday. Previously, CCPS prohibited authorizations from being ended any earlier than the most recent Saturday.
- Effective August 25, 2003, enrollment type authorizations will be ended the next Saturday from the date that two consecutive weeks of zero hour attendance are entered. The notice indicating that the authorization is ending will not be mailed until Monday after the authorization has ended. Previously, the authorizations were ended the second Saturday from the date the zero hour attendance is entered.
- Effective August 25, 2003, the authorization will end the next Saturday after the authorization has been terminated using the "T" functionality. The notice indicating that the authorization is ending will not be mailed until Monday after the authorization has ended. Previously, the authorizations were ended the second Saturday from the date the authorization was terminated.
- Effective August 25, 2003, providers and workers will be able to enter zero hour attendance on new enrollment based authorizations. Payment will be issued when there is an authorization to the same provider ending on the previous Saturday. Payment will not be issued if there is no authorization to the same provider that ends on the previous Saturday. This change is designed to allow providers to enter zero attendance on new authorizations - but not to pay the provider if the child has never been cared for by the provider.

Now that CCPI allows zero hour attendance to be entered for an enrollment type authorization and CCPS will make the appropriate payment; there is no need to enter one hour of attendance. Local agencies have been instructed to monitor provider attendance and question one hour of reported attendance. **Providers are now able to always enter the actual number of hours of attendance on CCPI and they are expected to do so.**

10-day Notice Policy Clarification

The 10-day notice policy is meant to mirror the private market policy where parents may be required to provide a two-week notice when a child will no longer be attending the day care program. The two-week notice allows the provider to fill the slot with another child.

When CCPS ends the authorization, the intent of the 10-day notice will continue because the authorization and payment for a child who is no longer in care will continue for a minimum of 10 days. The provider does not need notification that the child will no longer be in care because the provider has either reported two weeks of zero hours attendance or has terminated the authorization.

When a worker ends an authorization, they must end the authorization with a 10-day notice – not to exceed more than three Saturdays from the last date the child was actually in care. Workers can end an authorization without 10-day notice if the provider indicates that they do not want the 10-day notice or if the provider discontinues service to the child.

The following examples depict scenarios where payment will continue for the 10-day notice period.

Example 1 - Two Consecutive Weeks of Zero Hour Attendance:

A child attends zero hours for both weeks of the attendance period June 8 – 21 for an enrollment type authorization. The earliest this attendance can be entered into CCPS or CCPI is June 23. The zero hour attendance is recorded in CCPS or CCPI on June 23. The authorization will end June 28. Any future authorizations for this child to this provider location will be deleted. The authorization notice indicating the authorization has ended June 28 will be mailed June 30. The provider will be able to report zero hours of attendance for the last week of the authorization (June 22 – 28) and receive payment.

Example 2 – Termination of Authorization:

A provider reports that a child attended 50 hours for the first week and 0 hours for the second week of the attendance period June 8-21. The provider also indicates that the child will no longer be in care by recording a “T” on the Child Care Attendance Report Form. The provider returns the Child Care Attendance Report Form to the county agency on June 24. The agency enters the attendance and the termination of the authorization on June 25. The authorization will end June 28. Any future authorizations for this child to this provider will be deleted. The authorization notice indicating the authorization has ended June 28 will be mailed June 30. The provider will be able to report hours of attendance for the last week of the authorization (June 22 – 28). Note: The provider would enter attendance the same way into CCPI.